

PLAN COMMISSION MEETING
JULY 7, 2016 - 5:00 P.M.

Members Present: Fred Horne, Ron Volkert, Mike Kastens, Jim Zajkowski and Sarah Skinner (ex-officio)

Members Absent: David Wilford, Kyle Hinrichs, and MaryKay Rice

Others Present: Brian Johnston, Beth Thompson, Tanya Reigel and Noah Wiedenfeld

Fred Horne called the meeting to order and roll call was taken.

Jim Zajkowski moved to adopt the agenda as presented, seconded by Mike Kastens and carried.

Mike Kastens moved to approve the minutes of the previous meeting on June 7, 2016, seconded by Jim Zajkowski and carried.

Site Plan Review for New Richmond Area Centre/School District

Beth Thompson reviewed the site plan from the New Richmond Area Center/School District. This is currently a single family home and the School District has asked to have their Bridge Program housed there on a temporary basis for three staff and four to seven kids. The goal for the school district is to use the Farm to Table house for this program as soon as it is available. The Development Review Committee has reviewed the site plan and recommends approval. The comprehensive plan and zoning ordinance allows for this use. Staff will park in the Centre lot rather than on the street. Kids could be present from 7:30 a.m. to 3:30 p.m. No signs will be put up and there will be no outdoor storage. Sarah Skinner stated that the building code allows her and the Fire Chief to approve a temporary occupancy for 180 days and that can be extended for an additional 180 days. The time period for the approved occupancy will be September of 2016 to June of 2018.

Jim Zajkowski moved to approve the site plan and occupancy of 451 East 5th Street by high school education program of the School District of New Richmond subject to the following conditions:

1. Use of the premises for an education program is limited to September 2016 to June 2018 unless an amended site plan is approved and the building is brought into compliance with the requirements of the Building Code for a permanent use.
2. Occupancy of the building is subject to review and approval of the Building Inspector for compliance with the requirements of the Building Code.
3. Off-Street parking for staff and/or students shall occur within the improved parking areas of the adjacent New Richmond Area Centre; no vehicles are to be parked on the subject site or abutting public streets.
4. Any outdoor uses or storage shall comply with Section 121-48.A.2 of the Zoning Ordinance and any trash generated by the use shall be kept inside of the principal building.
5. No signs identifying the use shall be displayed upon the property.
6. The school district is required to notify the adjacent neighbors of the Bridge program that will occupy this home.

Motion was seconded by Fred Horne and carried.

Sign Ordinance Update

Noah Wiedenfeld gave an update on the Sign Ordinance. There was discussion regarding sign permit fees. Staff is recommending a flat fee of \$75 plus \$10 per additional sign. There was discussion regarding a graduated fee of \$150.00 for signs larger than a certain size. There was also discussion regarding temporary signs. Mayor Horne requested more time and thought on how many days we should allow temporary signs.

Communications & Miscellaneous

Fun Fest is this weekend and non-profit organizations are looking for help if anyone is interested. The parade will be on Sunday at 12:30 p.m.

Mike Kastens moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 5:25 p.m.

Tanya Reigel
City Clerk